



THE TRANSFORMER

NASA Dryden's IFMP Newsletter

October 2003

"They always say time changes things, but you actually have to change them yourself." – Andy Warhol

Highlights

Core Financial- The Online Quick Reference Guide (OLQR) contains walk throughs for SAP user procedures, a glossary, job aids, and common error messages. To access the OLQR, type <https://access.ifmp.nasa.gov> in your web browser and select the "Online Quick Reference" link.

WebTADS- WebTADS is a web-based Time and Attendance system for civil servants and - On October 8, 2003 - WebTADS went "live."

For the pay period ending 10/18/03 timekeepers (POCs) will input timesheets for all employees using the new FY04 labor codes. For the upcoming pay period (10/19/03-11/1/03), WebTADS will open up for employees in Codes C, M, P, R, and X. The remaining employees will start using WebTADS the third pay period post "go-live" (11/2/03 11/15/03).

Budget Formulation and Full Cost – Who and what will be affected?

Budget Formulation (BF) and Full Cost (FC) are here! Full Cost is the information (method of capturing costs) that is input to the Budget Formulation tool; one supports the other and, as a result, communications and training are integrated.

The BF tool will be made available to the Center on October 27, 2003. FC budgeting data will reside in the BF tool. Although the results of budgeting in FC affect the entire Center, the people that will use the BF tool include Resource Analysts and the Central Budget Office. In addition, we have ~100 folks who will need to view the reports derived from the data input into the BF tool.

Information Session – Learn More! We will be hosting a Center-wide information session regarding the BF / FC roll-out and other IFM activities very soon. You'll be invited via an email from IFMP. You're invited! Stay tuned for more details and please plan on attending.

BISS Bits

The BISS Help Desk has been busy supporting IFM end-users with Travel Manager and Core Financial. WebTADS just went live and Budget Formulation is fast approaching, and -as always- the BISS Help Desk support staff is ready and willing to assist with and coordinate resolution of calls. **For assistance, please call X2477.**

Training Opportunities

WebTADS training is in full swing! Just-in-time training for employees is being offered Monday - Friday, October 20-24. Each session is identical. In addition to training sessions, we will be offering **WebTADS Clinics** in the IFMP Lab, building T-49. During the clinics, employees can use WebTADS with the assistance of a WebTADS team member. We encourage all civil servants to take advantage of these training opportunities. To view training dates and times for WebTADS, enter the link below in your web browser and scroll down to the WebTADS training section.

<http://www.dfrc.nasa.gov/organizations/IFMP/Modules/Webtads/index.html>

Center-wide Full Cost Training. Although Budget Formulation and more detailed Full Cost training is required by just a small, targeted group, it is important that everyone at the Center be aware of what Full Cost budgeting means. Please enter the link below in your web browser. This will take you to the Agency Full Cost website. Click on the "Training" section at the top of the page. Click on "Download Center training documents". Double click on the FC101 zip file and download the presentation to your desktop. Then open the file and take a few minutes to read through the presentation on Full Cost. It will take ~30 minutes and it will help you to understand what Full Cost means to you and to the Center.

<https://fullcost.hq.nasa.gov/>

Targeted, End-User Budget Formulation / Full Cost Training.

Budget Formulation (BF) / Full Cost (FC) training is here! We delivered our first class on October 10 to a small, targeted group. On October 17 and October 30 we will be delivering a BF / FC Basic Concepts course. It is important that you attend one of these sessions in preparation for your upcoming training sessions. To view the training that you will be required to attend, please enter the link below in your web browser and save the website as a "favorite" with the title Budget Formulation Training.

<http://budgetformulation.gsfc.nasa.gov/registration/index.cfm>

If you have any questions about any of the training indicated above, please contact anyone on the Change Management Team: Terrence Montgomery (x 6120), Angela Ritchey (x7983) or Caron Lee (x5991).

The Spotlight

The Change Agent Spotlight shines on Tami McCoy

who is the Secretary for the Research Engineering Directorate. Tami began working at Dryden in 1998 with the PACE office, moved to the ERAST Program and then to the Aerospace Project Directorate. She has been a civil servant since March 2000, enjoys traveling and is continuing her college education. Of her role as an IFM Change Agent, Tami says that "it is challenging work to ease the fears of employees...and my job is to help my fellow employees in any way necessary to make IFMP a success." Thanks, Tami for your dedication and commitment to the IFM Program!